

MY JOB DESCRIPTION AT WORK

1. WHY do you have the position that you currently hold ? _____

2. WHAT did you have to do to obtain this position ? _____

3. WHAT are your professional and technical strengths ? _____

4. WHAT are your professional and technical weaknesses ? _____

5. WHAT are your personal and social strengths ? _____

6. WHAT are your personal and social weaknesses ? _____

7. WHAT would you do differently if you had to make decisions above your position ?

8. WHAT would you do differently if you had to make decisions below your position ?

9. In relation to #7 and #8 above; WHAT would you have to know ? HOW would you learn that ? WHAT would you have to change about yourself ? HOW would you change that ?



OPINIONS AND FEELINGS ARE FREQUENTLY A PERSONAL TRIUMPH OVER GOOD THINKING
YOU DEFINE REALITY BY WHAT YOU KNOW, WHAT YOU BELIEVE, AND WHAT YOU DO ABOUT IT.